

Message Text

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PAGE 01 STATE 097795

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C O N F I D E N T I A L STATE 097795

E.O. 11652: GDS

TAGS: OVIP (KENNETH RUSH)

SUBJECT: DEPSEC VISIT TO EUROPE - ADMINISTRATIVE
ARRANGEMENTS

1. FOLLOWING INFORMATION IS TO FACILITATE ARRIVAL OF
DEPUTY SECRETARY'S PARTY AND TO PROVIDE DETAILED REQUIRE-
MENTS FOR BAGGAGE HANDLING, LOCAL TRANSPORTATION, FUNDING,
ETC.

2. PASSPORT INFORMATION

CONFIDENTIAL

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PAGE 02 STATE 097795

MEMBERS OF DEPUTY SECRETARY'S PARTY, PASSPORT NUMBERS,

DATE OF BIRTH, PLACE OF BIRTH WILL BE FURNISHED SEPTTEL.

3. ACCOMMODATIONS

PARTY SHOULD BE QUARTERED IN ONE CENTRALLY LOCATED HOTEL, IF POSSIBLE.

A. AT POST WHERE DEPUTY SECRETARY AND SY AGENT HOUSED IN RESIDENCE, REMAINDER OF PARTY TO BE ASSIGNED SINGLE ROOMS PLUS DOUBLE ROOM FOR EMBASSY CONTROL ROOM. SUITE IS REQUIRED FOR DEPUTY SECRETARY AT POSTS WHERE ENTIRE PARTY HOUSED IN HOTEL WITH SY AGENTS IN ROOMS CLOSE TO DEPUTY SECRETARY.

B. ADVISE AVERAGE HOTEL COSTS OF ROOMS, MEALS, INCIDENTALS, ETC., TO DETERMINE WHETHER SPECIAL PER DIEM IN ORDER.

C. ASSIGN ROOMS TO PARTY AND CABLE THIS INFORMATION TO DEPARTMENT FOR ATTENTION OF S/S-EX. INCLUDE EMBASSY CONTROL ROOM NUMBER.

D. PARTY SHOULD BE PRE-REGISTERED WITH KEYS IN DOORS. IF NOT POSSIBLE, KEYS SHOULD BE IN VISITORS' CONTROL ROOM FOR PICK-UP.

E. ACCOMMODATIONS FOR CREW BEING HANDLED SEPARATELY VIA MILITARY CHANNELS.

4. BAGGAGE

A. A LARGE ENCLOSED OR COVERED TRUCK SHOULD BE PROVIDED FOR BAGGAGE, WITH RACK FOR DRESS OR SUIT BAGS IF POSSIBLE.

B. BAGGAGE MUST BE UNDER VISUAL OBSERVATION OF AN AMERICAN EMPLOYEE DURING MOVES AND AFTER IT HAS BEEN ASSEMBLED AT CONTROL ROOM OR OTHER LOCATION PRIOR TO DEPARTURE OF PARTY. (UPON ARRIVAL BAGGAGE MAY BE DELIVERED TO ROOMS BY HOTEL BAGGAGEMEN, LOCAL EMPLOYEES, ETC. HOWEVER, PARTY MEMBERS WILL ACCOMPANY THEIR LUGGAGE
CONFIDENTIAL

CONFIDENTIAL

PAGE 03 STATE 097795

TO COLLECTION POINT UPON DEPARTURE.)

5. COMMUNICATIONS

SEE SEPTTEL FOR S/S REQUIREMENTS.

6. LOCAL TRANSPORTATION

A. POST SHOULD PROVIDE INDIVIDUALLY ASSIGNED CARS ON 24-HOUR BASIS TO THE FOLLOWING, WITH POOL CARS FOR REST OF PARTY:

(1) LIMOUSINE FOR DEPUTY SECRETARY (WITH SECURITY CLEARED CHAUFFEUR). SY AGENT WILL ALWAYS OCCUPY RIGHT FRONT SEAT.

(2) SEPARATE VEHICLE WITH DRIVER FOR DEPUTY ASSISTANT SECRETARIES.

(3) VEHICLE WITH DRIVER FOR DEPUTY SECRETARY'S SPECIAL ASSISTANTS.

(4) VEHICLE WITH DRIVER FOR S/S SECRETARIAT STAFF TO BE ON 24-HOUR CALL DURING ENTIRE VISIT.

(5) VEHICLE WITH DRIVER FOR SY AGENTS.
OTHER THAN DEPUTY SECRETARY'S LIMOUSINE, ABOVE VEHICLES WOULD BE AVAILABLE FOR OTHER USES IF RELEASED BY THOSE TO WHOM ASSIGNED. ALSO, OF COURSE, FOR ADDITIONAL TRANSPORTATION OF OTHERS TO AND FROM AIRPORT AND OTHER OFFICIAL OCCASIONS.

B. POST SHOULD ARRANGE FOR TRANSPORTATION OF ENTIRE PARTY FROM AND TO AIRPORT. SINCE THE TRIP CONTACT OFFICER USUALLY REMAINS AT AIRPORT UNTIL ALL ADMINISTRATIVE ARRANGEMENTS HAVE BEEN COMPLETED, IT WOULD BE HELPFUL IF SEPARATE TRANSPORTATION TO EMBASSY COULD BE PROVIDED.

C. POST SHOULD FURNISH AT EARLIEST POSSIBLE DATE CAR ASSIGNMENTS INCLUDING ESCORT OFFICERS AND OTHER ARRANGEMENTS TO BE USED IN TRANSPORTING PARTY TO AND FROM AIRPORT, PLUS MEETINGS AND/OR CONFERENCES OF OFFICIAL
CONFIDENTIAL

CONFIDENTIAL

PAGE 04 STATE 097795

PARTY.

7. DRIVING TIMES

A. PLEASE FURNISH ESTIMATE OF DRIVING TIMES FOR FOLLOWING ROUTES:

(1) AIRPORT TO HOTEL

(2) AIRPORT TO RESIDENCE OR GUEST HOUSE

(3) EMBASSY TO RESIDENCE

(4) EMBASSY TO HOTEL

(5) RESIDENCE TO FOREIGN MINISTRY OR MEETING SITES

(6) HOTEL TO FOREIGN MINISTRY OR MEETING SITES

(7) HOTEL TO RESIDENCE

B. OTHER KNOWN DRIVING TIMES, SUCH AS HOTEL OR EMBASSY OR RESIDENCE TO SPECIFIC LOCATION OF OFFICIAL RECEPTIONS OR OTHER FUNCTIONS.

8. CUSTOMS, IMMIGRATION AND HEALTH

DEPARTMENT ATTEMPTING TO OBTAIN ALL NECESSARY VISAS FOR ENTIRE PARTY BUT WOULD APPRECIATE WAIVER OF CUSTOMS AND IMMIGRATION FORMALITIES, IF POSSIBLE. UPON ARRIVAL THE TRIP CONTACT OFFICER WILL DELIVER ALL PASSPORTS AND HEALTH CARDS TO EMBASSY CONTROL OFFICER FOR BULK ENTRY/EXIT PROCESSING OF PASSENGERS AND BAGGAGE. USUAL PROCEDURE IS TO LOAD CLASSIFIED MATERIAL AND PASSENGER BAGGAGE DIRECTLY FROM PLANE TO DESIGNATED VEHICLES AS QUICKLY AS POSSIBLE SINCE MEMBERS OF OFFICIAL PARTY OFTEN REQUIRE IMMEDIATE CHANGE OF CLOTHES TO ATTEND OFFICIAL FUNCTIONS.

9. ADMINISTRATIVE ARRANGEMENTS

A. S/S OFFICE: S/S WILL REQUIRE AN OFFICE IN THE
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CONFIDENTIAL

PAGE 05 STATE 097795

CHANCERY WHICH SHOULD HAVE ADEQUATE LIGHTING AND THE FOLLOWING OFFICE SUPPLIES/EQUIPMENT:

(1) TWO DESKS FOR OFFICERS AND TWO DESKS (WITH TYPING TABLE) FOR SECRETARIES.

(2) DESKS FOR EMBASSY PERSONNEL ASSIGNED TO WORK WITH S/S.

(3) NORMAL OFFICE SUPPLIES AND FORMS.

(4) TWO CONFERENCE TYPE TABLES.

(5) THE BEST AVAILABLE COPYING MACHINE. ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR SERVICING FOR THE
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